

UNCLASSIFIED



FEDERAL BUREAU OF INVESTIGATION
POLICY DIRECTIVE

0842D

| | |
|-----------------------------------|--|
| 1. Policy Directive Title. | Diversity and Inclusion Program Policy |
| 2. Publication Date. | 2015-11-24 |
| 3. Effective Date. | 2015-11-24 |
| 4. Review Date. | 2018-11-24 |
| 5. Date of Last Renewal. | N/A |

6. Authorities:

- 6.1. Title 42 United States Code (U.S.C.) Section (§) 2000, Title VII of the Civil Rights Act of 1964, as amended
- 6.2. 29 U.S.C. § 791, Rehabilitation Act of 1973, as amended
- 6.3. 42 U.S.C. § 12111, Americans with Disabilities Act of 1990, as amended
- 6.4. 29 U.S.C. § 621, Age Discrimination in Employment Act of 1967, as amended
- 6.5. 5 U.S.C. § 7201, Minority Recruitment Report
- 6.6. 29 U.S.C. § 791, Disabled Veterans Report
- 6.7. Title 29 Code of Federal Regulations (CFR) § 1614.601, Diversity Statistics and Reporting
- 6.8. Executive Order (EO) 11478
- 6.9. EO 11246 and subsequent EOs that require that each executive department and agency promote the full realization of equal employment opportunity through positive and continuing programs.
- 6.10. EO 13270
- 6.11. EO 13339
- 6.12. EO 13078
- 6.13. EO 13164
- 6.14. EO 13187
- 6.15. EO 11375
- 6.16. EO 13171
- 6.17. EO 13087
- 6.18. EO 13518
- 6.19. EO 13583
- 6.20. Diversity Management Plan for the Department of Justice [DOJ], dated April 30, 2010
- 6.21. *Department of Justice Diversity Training Guidance*, dated August 2012

7. Purpose:

The purpose of this policy is to ensure that the Federal Bureau of Investigation (FBI) takes steps to identify, develop, and implement policies, procedures, and practices that positively impact employees and applicants who traditionally have been underrepresented in the workforce. In addition, the

Diversity and Inclusion Program will provide guidance, direction, and recommendations to support diversity strategies that foster an inclusive work environment and enhance mission success.

8. Policy Statement:

8.1. The Diversity and Inclusion Section (D&IS) was established in response to EO 13583, Section 3, which mandates that all federal agencies implement a governmentwide diversity and inclusion strategic plan. The EO designates each agency's chief human capital officer to be responsible for enhancing employment and promotion opportunities within the agency, in collaboration with the agency's director of equal employment opportunity and director of diversity and inclusion, and consistent with law and merit system principles, including development and implementation of an agency-specific diversity and inclusion strategic plan.

8.2. Diversity Executive Council (DEC)

8.2.1. The FBI's DEC was established and is supported by the D&IS as part of the FBI's diversity and inclusion strategic plan. The DEC is a cross-cultural advisory group that supports the implementation of the FBI's Diversity and Inclusion Plan and serves as an executive advisory council to the FBI leadership on diversity issues impacting outreach, recruitment, hiring, professional development, retention, transparency, sustainability, and best practices. Members of the DEC must be appointed by the assistant director (AD) of the Human Resources Division (HRD) for a period not to exceed three years.

8.3. Diversity Advisory Committees

8.3.1. Diversity Advisory Committees are established and supported by the D&IS as part of the FBI's Diversity and Inclusion Strategic Plan. Advisory committees are groups within the FBI that are aligned by cultural, ethnic, and racial affinity and are responsible for providing insight into underrepresented communities in the FBI while offering feedback to FBI leadership regarding the success and impact of diversity policies, programs, and practices. To help the FBI achieve its diversity goals, diversity advisory committees also collaborate with HRD in developing strategies to attract and retain diverse talent. Diversity Advisory Committee member terms are two years in length and may not exceed two consecutive terms. The selection of committee members is managed by the D&IS, HRD.

8.4. Diversity Advisory Council

8.4.1. The FBI's Diversity Advisory Council must serve as a forum for collaboration and information sharing amongst diversity advisory committees. The primary focus of the Diversity Advisory Council is the identification of shared issues and best practices affecting the employees represented by diversity advisory committees. The Diversity Advisory Council collaborates with HRD in developing strategies for issue resolution, diversity advisory committee awareness, and the promotion of an inclusive work environment for all employees.

8.5. Diversity and Inclusion Coordinator (D&IC) Program

8.5.1. FBI Headquarters (FBIHQ) divisions and field offices (FO) must designate D&IC coordinators to ensure that diversity and inclusion principles, policies, and practices are implemented throughout the Bureau.

8.5.2. The D&IC is a collateral duty position operating under the guidance and direction of the D&IS.

8.5.3. The D&IC must be given adequate time, resources, and training to accomplish program goals.

8.5.4. The D&IC must serve as a resource to management officials regarding diversity and inclusion and Special Emphasis Programs (SEP).

8.6. Diversity Statistics and Reporting

8.6.1. In accordance with 29 CFR § 1614.601, the FBI must collect and maintain accurate employment information on the races, national origins, sexes, and disabilities of its employees.

8.7. Internal Reports

8.7.1. Diversity Employment Statistics Reports must provide data on the races/ethnicities of special agents (SA), intelligence analysts (IA), and professional staff, including wage board employees and employees with disabilities. Reports must be produced monthly by the D&IS, in collaboration with HRD's Strategic Analysis and Implementation Unit (SAIU) and the Information Technology Branch

(ITB). Reports must be posted to the D&IS Intranet page.

8.8. The Diversity Targeted Recruitment Report must be collected quarterly by the D&IS. FOs are required to capture the number of recruitment events they hold or the number in which they participate that target underrepresented groups. This report responds to the Integrated Program Management's (IPM) Field Office Health Measures Data Report and supports external reporting requirements.

8.9. All FBI employees designated as supervisory code 2 must complete diversity training each fiscal year. The training solution will be determined in collaboration with the Training Division.

9. Scope:

This policy applies to all FBIHQ and FO employees.

10. Proponent:

Human Resources Division

11. Roles and Responsibilities:

11.1. Diversity Executive Council members (DECM) must:

11.1.1. Serve as the conduit between employees, advisory committees, and executive leadership.

11.1.2. Collaborate with human resources personnel to pinpoint and attract underrepresented groups.

11.1.3. Communicate and promote the FBI's Diversity and Inclusion Strategic Plan.

11.2. Advisory committee members must:

11.2.1. Provide support to underrepresented groups within the FBI.

11.2.2. Provide feedback to FBI senior leadership regarding the success of diversity policies and initiatives.

11.2.3. Encourage employee and management participation in diversity events, SEPs, and cultural awareness activities.

11.3. Diversity Advisory Council members (DACM) must:

11.3.1. Include diversity advisory committee chairpersons (or designated delegates) from each diversity advisory committee.

11.3.2. Serve as liaisons between the Diversity Advisory Council and their respective diversity advisory committees.

11.3.3. Convene to discuss issues and best practices concerning the diversity advisory committees and groups that they represent.

11.4. D&ICs must:

11.4.1. Serve as conduits for the flow of information regarding the D&IS programs in their divisions.

11.4.2. Disseminate information from the D&IS and executive management to all professional staff and SAs assigned to their divisions.

11.4.3. Provide feedback to the D&IS and FO or FBIHQ division leaders on questions or concerns relating to diversity issues.

11.4.4. Encourage employee and management participation in diversity events, SEPs, and cultural awareness activities.

11.4.5. Manage SEPs in the field. D&ICs may be assisted by SEP coordinators, depending on the sizes of their FOs or the needs of the D&IC.

11.4.6. Maintain communications with the D&IS advisory committee chairpersons within their regions.

11.4.7. Assist with canvassing for new members for the D&IS advisory committees within their regions.

11.5. The Special Emphasis Program coordinator (SEPC) must provide assistance to D&ICs in the field and is responsible for assisting in the execution of SEPs.

11.6. FBI employees designated as supervisory code 2 in the Bureau Personnel Management System (BPMS) or the appropriate Human Resource System must meet the annual minimum diversity training requirement.

12. Exemptions:

None

13. Supersession:

Manual of Administrative Operations and Procedures (MAOP) Part I, Section 4-7.2, "Special Emphasis Program Coordinators"

14. References, Links, and Forms:

None

15. Key Words, Definitions, and Acronyms:

15.1. Key Words

15.1.1. Advisory committees

15.1.2. Diversity

15.1.3. Diversity programs

15.1.4. Inclusion

15.1.5. Recruitment

15.1.6. Special Emphasis Programs

15.1.7. Training

15.2. Definitions

15.2.1. Diversity training for supervisors and managers refers to training that includes a discussion of diversity and inclusion, as well as the use of work assignments as a professional development tool. Diversity training for all other employees refers to attendance at:

15.2.1.1. An HRD-sponsored diversity training event or activity.

15.2.1.2. A DOJ or federal-government-sponsored diversity training or activity.

15.2.1.3. Special emphasis observance programs, activities, seminars and/or workshops.

15.2.1.4. Viewing a video.

15.2.1.5. Completing an online course on a diversity and/or inclusion-related topic preapproved by D&IS.

15.2.1.6. Participating in a workplace discussion group focusing on a diversity and/or inclusion topic (e.g., a book, an article, or an event).

15.2.1.7. Participating in a brown bag discussion on a diversity and/or inclusion topic related to managerial skills or challenges.

15.2.1.8. Participating in a relevant working group or task force.

15.2.2. SEPs refer to those programs that focus special attention on certain specific groups as a result of a particular law, regulation and/or EO and have been initiated to address the employment-related concerns of groups not specifically included in other programs and where a need has been demonstrated.

15.2.2.1. There are eight federally recognized SEPs: American Indian/Alaskan Native (AI/AN) Employment Program, Asian American/Pacific American Employment Program (AA/PA), Black Affairs Program (BAP), Programs for Individuals with Disabilities, Federal Women's Program (FWP), Hispanic Employment Program (HEP), Lesbian, Gay, Bisexual, and Transgender (LGBT) Program, and Veterans Programs.

15.2.3. Supervisory code 2 supervisors and/or FBI employees: These individuals have authority to hire, direct, assign, promote, reward, transfer, furlough, lay off, recall, suspend, discipline, or remove employees to address their grievances or to effectively recommend such action.

15.3. Acronyms

15.3.1. AA/PA: Asian American/Pacific American Employment Program

15.3.2. AI/AN: American Indian/Alaskan Native

15.3.3. AD: assistant director

15.3.4. BAP: Black Affairs Program

15.3.5. BPMS: Bureau Personnel Management System

15.3.6. CFR: Code of Federal Regulations

15.3.7. DVAAP: Disabled Veterans Affirmative Action Program

15.3.8. D&IC: Diversity and Inclusion coordinator

15.3.9. D&IS: Diversity and Inclusion Section

15.3.10. DACM: Diversity Advisory Council members

15.3.11. DEC: Diversity Executive Council

15.3.12. DECM: Diversity Executive Council members

15.3.13. EO: executive order

15.3.14. FBI: Federal Bureau of Investigation

15.3.15. FO: field office

15.3.16. FWP: Federal Women's Program

15.3.17. HEP: Hispanic Employment Program

15.3.18. HRD: Human Resources Division

15.3.19. IPM: Integrated Program Management

15.3.20. ITB: Information Technology Branch

15.3.21. LGBT: Lesbian, Gay, Bisexual, and Transgender [Program]

15.3.22. MAOP: *Manual of Administrative Operations and Procedures*

15.3.23. SAC: special agent in charge

15.3.24. SEP: Special Emphasis Program

15.3.25. SEPC: Special Emphasis Program coordinator

15.3.26. SAIU: Strategic Analysis and Implementation Unit

15.3.27. U.S.C.: United States Code

15.3.28. VA: Virtual Academy

16. Appendices and Attachments:

None

Sponsoring Executive Approval

| | |
|---|--|
| Name: James Turgal | |
| Title: Assistant Director, Human Resources Division | |
| Final Approval | |
| Name: Valerie Parlave | |
| Title: Executive Assistant Director, Human Resources Branch | |

UNCLASSIFIED